



# Iowa Department of Human Services

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## GENERAL LETTER NO. 17-B(1)-10

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter B(1), **CPS ASSESSMENT PROCEDURES**, Title page, revised; and pages 46 and 47, revised.

### Summary

Chapter 17-B(1) is revised to:

- ◆ Change the name of RC-0098 from *Community Care Desk Aid* to *Community Care Practice Guide*.
- ◆ Change the term "provider" to "contractor."
- ◆ Add that the referral is sent through the Case Flow system.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 17, Chapter B(1):

<u>Page</u>	<u>Date</u>
Title page	August 17, 2007
46	August 17, 2007
47	July 3, 2009

### Additional Information

Refer questions about this general letter to your area service administrator.

Revised December 16, 2011

Employees' Manual  
Title 17  
Chapter B(1)

Child Welfare

# **CPS ASSESSMENT PROCEDURES**



3. Advise families that a referral for court-ordered services will be made if services are refused. Refer families refusing voluntary services to a child in need of assistance (CINA) action through juvenile court.
4. Prepare the transfer packet to initiate a referral to Department services:
  - ◆ [Child Protective Services Assessment Summary, form 470-3240](#)
  - ◆ Life of the Case – Case History
  - ◆ [Family Risk Assessment, form 470-4133](#)
  - ◆ [Safety Assessment, form 470-4132](#)
  - ◆ [Safety Plan, form 470-4461](#), if applicable
  - ◆ [Application for All Social Services, form 470-0615](#)
5. Make the social work case manager aware that children under 3 years of age have been automatically referred to Early ACCESS when abuse is confirmed or founded (i.e., the parent has been sent a letter offering an EARLY ACCESS screening) and that follow-up is needed to ensure that the screening has been completed.
6. Make reasonable efforts to transition the case to the social work case manager with a face-to-face meeting with the family.

### **Community Care Services**

Link to [Community Care Referral](#)

Link to [Community Care Practice Guide](#)

Link to [Community Care Supervisor Checklist](#)

Community care services are provided in all areas of the state through a single statewide performance-based contract. The community care contractor provides child and family-focused services and supports to families referred from the Department. Services are geared toward:

- ◆ Keeping the children in the family safe from abuse and neglect;
- ◆ Keeping the family intact;
- ◆ Preventing the need for further intervention by the Department, including removal of the child from the home; and
- ◆ Building ongoing linkages to community-based resources that improve the safety, health, stability, and well-being of families served.

1. Determine whether the family meets the age and risk factors to be eligible for community care services:
  - ◆ Families with children (regardless of age) when abuse is not confirmed, and the risk of abuse is moderate to high, and service needs are identified
  - ◆ Families with children (regardless of age) when abuse is confirmed, the risk of abuse is moderate to high, and service needs are identified
  - ◆ Families with children with founded abuse, when a victim child is six years of age or older, and the risk of abuse is low, and service needs are identified
2. Determine whether the family meets **all** of the following eligibility criteria:
  - ◆ There is not an open DHS case.
  - ◆ There is not a court action pending.
  - ◆ The abuse did not take place in an out-of-home setting.
  - ◆ The family needs assistance to prevent future incidents of abuse.
  - ◆ The family needs support beyond current formal or informal systems.
  - ◆ The parent is willing to be referred to Community Care Services.
3. If the family is willing to accept a Community Care referral, describe the Community Care program and give the family the Community Care explanation letter and release of information, [Community Care Explanation and Referral, form 470-4128](#).
4. Within 45 days of the date of intake, complete the referral to the community care contractor.
5. Enter the community care referral into the STAR system. Send the community care referral through the Case Flow system.